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12 August 1963

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MEMO FOR:

FROM : CHIEF, ARCHIVES & RECORDS CENTER

SUBJECT : BUDGET & PERSONNEL CEILING RESTRICTIONS

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REF : MEMO DATED 7 AUG. 1963, SUBJECT AS ABOVE

1. A careful review has been made once again of the Records Center program as required by paragraph 2 of reference memo.
2. The attached charts show that for the past 5 years the RC has been required to take on an ever increasing workload. This has been accomplished without any increase in T/O, and has been possible only by the constant operation of a management improvement program within the RC as well as with the operating offices at Headquarters. A few examples of the results of this improvement program over the past 5 years are as follows:

A. ✓ REVISION OF FORM 490, RECORDS CENTER SERVICE REQUEST.

The original 490 was a three part form. The revised 490 is now a six part form designed in such a way that when the requester completes the form, he also completes a charge-out card, an address label, and a courier receipt for RC use. This one revision of a form has saved the RC approximately 12 man hours per day. This saving has made a substantial contribution to the RC's ability to absorb over a 400% increase in reference service.

B. ✓ CONSOLIDATION OF VITAL RECORDS & THE RC.

As a result of consolidating the two operations into one building, along with the discontinuance of numerous reports and unnecessary controls, a saving of 24 man hours per day and the release of one GS-12 position was realized. In addition \$13,250.00 per year rental was saved by the recommendation that 4 IBM machines be turned in. Also, a total of 3,500 square feet of space was returned

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C. ✓ TRANSFER OF COURIERS TO HEADQUARTERS.

In support of an overall management improvement recommendation contained in the Agency Courier Survey Report, the RC concurred in the transfer of the RC couriers to a centralized Headquarters courier service. In addition to the reduction of the RC T/O by two positions, this transfer saved the RC 56 man days per year by eliminating the need to substitute RC personnel to fill-in on the runs during the absence of the regular couriers.

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D. ✓ TRANSFER OF JPRS RESPONSIBILITY.

The RC was required by an office at Headquarters to store the extra copies of a Joint Publications Research Service (A Federal Government Contract Service) publications.

Since these publications are unclassified and are for the use of anyone, it was decided that the Agency's interest could best be served if JPRS would take back and store their publications. After several months negotiations thru Headquarters offices an agreement was reached that allowed the RC to transfer approximately 2,000 cubic feet of these publications to JPRS. This not only released this space for re-use to store agency inactive records, but also saved the RC 6 man hours per day to help take care of the increased workload.

E. ✓ INSTALLATION OF DUMB-WAITER IN RC.

At present a request to have a dumb-waiter installed between the first and second floor of the RC is pending with the [redacted]

[redacted] This request was initiated as a result of a work measurement, time study survey made of the servicing of requests by RC personnel. The installation of this piece of equipment will save the RC approximately 30 man days per year.

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3. Although the volume of record in the RC will probably continue to grow at approximately the same rate in the future as in the past, and with a corresponding growth in workload, a continuing work simplification, work measurement, and management improvement program will be carried on in the RC to try to hold the volume growth, budget, and personnel requirements at the present level. However, a comparison should be made at this time between the Agency Archives and RC production standards and those of other government agency and private industry records centers. A comparison table of production standards is attached.

Attachments: 3 Activity Charts
Production Standards

Dist: Orig & 1 - Addressee
CC - Records Administration Officer
CC - File

2.

REPORT



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